

SENIOR PERSONNEL SPECIALIST

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: August 14-16, 2006

Collective Bargaining Identification: R01

Job Analysis Conducted By: Tracy Heinsen, Selection Analyst
Office of Selection Services

Number of Incumbents: There are 59 positions at the Department of Corrections and Rehabilitation per the SCO Filled/Vacant Position Report dated August 2, 2006.

Names of the Subject Matter Expert(s) and their background:

JASINDA MUHAMMED, PERSONNEL SUPERVISOR II, HEADQUARTERS

Jasinda has been with the Department of Corrections and Rehabilitation for 11 years and a Personnel Supervisor II for 1 year and 4 months. She was previously a Personnel Supervisor I for 1 year and 4 months and a Senior Personnel Specialist for 6 months.

CAROL (PATTY) CHACON, PERSONNEL SUPERVISOR II, WASCO STATE PRISON

Carol has been with the Department of Corrections and Rehabilitation for 14 years and a Personnel Supervisor II for 2 years. She was previously a Personnel Supervisor I for 2 years.

NATALIE SMITH, PERSONNEL SUPERVISOR II, CA CORRECTIONAL INSTITUTION

Natalie has been with the Department of Corrections and Rehabilitation for 26 years and a Personnel Supervisor II for 1 year. She was previously a Personnel Supervisor I for 2 years and 4 months and a Senior Personnel Specialist for 1 year and 9 months.

KIMBERLI ALEXANDER, SENIOR PERSONNEL SPECIALIST, N.A. CHADERJIAN YCF

Kimberli has been with the Department of Corrections and Rehabilitation for 11 years and a Senior Personnel Specialist for 4 years and 6 months within the Juvenile Justice Division.

SENIOR PERSONNEL SPECIALIST INFORMATION GATHERING

The initial list of tasks and knowledges, skills and abilities statements were identified after conducting a literature review which consisted of:

- State Personnel Board Class Specification—Senior Personnel Specialist
- State Personnel Board Proposed Amendment for Senior Personnel Specialist dated August 7-8, 2001
- Department of Personnel Administration Allocation Guideline—Senior Personnel Specialist
- State of Vermont Class Specification—Payroll/Personnel Technician; Personnel Administrative Specialist IV, AC:General; Personnel Officer
- State of New Jersey Class Specification—Personnel Assistant 3